

Position Description (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to SRS Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: () NEW POSITION (X) EXISTING POSITION

PART I - Position Description

1. Agency Name Social and Rehabilitation Services		9. Position Number K0056609		10. Budget Program Number 29500	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Social Work Specialist		
3. Division East Region			12. Proposed Class Title		
4. Section Children and Family Services			13. Allocation		
5. Unit			14 (a). Effective Date		14 (b). FLSA Code
6. Location (address where employee works) City Topeka County Shawnee			15. By Approved		
7. (Circle appropriate time) Full Time X Perm X Inter Part Time Temp %			16. Audit Date: By: Date: By:		
8. Regular Hours (circle appropriate time) From: 8:00 AM/PM To: 5:00 AM/PM			17. Position Reviews Date: By:		

PART II - Organizational Information

Area for use by Personnel Office

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)

This position has responsibility for implementation of the Independent Living Program for eligible youth within the East Region as they transition into adult life. The incumbent is responsible to identify eligible youth through contacts with SRS, JJA and contractor staff and via outreach activities. Other duties include assessment, program planning and problem solving. Employee will serve as a liaison on IL issues to foster care contractor, JJA and other SRS staff. This position will also conduct social work assessments where child abuse or neglect is alleged, and children are at risk of out-of-home placement.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name: Susan Beitzinger	Title: Social Work Supervisor	Position Number: K0054089
Who evaluates the work of an incumbent in this position		
Name: Susan Beitzinger	Title: Social Work Supervisor	Position Number: K0054089

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made

Considerable latitude is given this employee to complete assigned cases using professional judgment, developing intervention strategies, setting priorities and the use of the Policy and Procedure Manual. Assignments are given in general terms with the employee being responsible for completing assignments. Employee will provide supervisor updates on progress and concerns which require consultation.

d) Which statement best describes the result of error in action or decision of this employee.

- () Minimal property damage, minor injury, minor disruption of the work flow.
() Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
(x) Major program failure, major property loss, or serious injury of incapacitation.
() Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); ***How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: Who reviews it? How often? What is reviewed for?

Number Each Task and Indicate Percent of Time and Identity of each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident or minimal part of the position

No.	%	E OR M
	40% E	Assesses eligibility of youth as well as plans, organizes and directs independent living services for youth in accordance with agency policies and procedures. Coordinates independent living service delivery by meeting with youth receiving services, Community Advisors, other SRS staff and other community providers. Contacts are made by telephone or face to face in the office, in home settings and in a variety of community settings. Works with youth to develop individual self sufficiency plans which may include securing housings, community resources and assistance with school enrollment. Maintains documentations of youth's participation and progress in the independent living program. Facilitates payments of school fees, tuition, room and board and other expenses per policy. Maintains and submits independent living statistics for state and federal reporting purposes.
	35% E	Provides consultation, outreach and trainings to SRS, JJA and contractor staff regarding independent living program. Will develop a working relationship with contractors, mentors, educational institutions and others to further facilitate assisting achievement of self-sufficiency. Recruits and screens mentors who will be working with youth who are participating in the program. Participates in case planning meetings to assist with planning for all youth 16 years and older who are expected to leave care at age eighteen. Plans and coordinate independent living services with other SRS programs to meet the youth's needs. Works collaboratively to find solutions to customer problems. This position uses program expertise and involves other team members in exploring options; works toward the goal of the team and need(s) of the customer as paramount; insures relationships among team members are constructive and demonstrates mutual support, respect and trust.
	20% E	Completes investigations of child abuse, neglect and/or other allegations related to CINC issues. Determines safety of child(ren) and the need for further action within required time frames, and in accordance with Agency procedures. Initiates action to protect child(ren) which may include completion of a safety plan and/or removal of child(ren.) Documents action in a timely manner utilizing agency's intake and assessment forms and KIDS systems. Completes referrals for Family Preservation, Foster Care, and Family Services in a timely manner and provides all information needed for the provision of services to children and families.
	5% E	Other duties as assigned which may include: attends individual conferences with the supervisor, agency staffing and team meetings as required. Attends planning meetings with providers and other state coordinators. Attends available trainings as planned, recommended or approved by the supervisor for the purpose of learning or improving knowledge and skills.
		100% Professional Attitude:
		While performing your tasks (listed in item #21 of this position description) as a representative of the Department of Social and Rehabilitation Services, you are expected to:
		*demonstrate an attitude of respect (i.e. be attentive to the customer, communicate in a polite and professional tone of voice, meet with the customer or return phone calls within a reasonable period of time (as defined by your supervisor or program policy), process request for services as quickly as possible, allow the client to direct his or her services, etc.)
		*demonstrate a willingness to help. Remember that your customer is anyone needing or asking for your assistance, including the individuals and families seeking services from the agency, community partners, state and community leaders , and your fellow employees and volunteer within the agency.
		*encourage individuals to identify and fulfill their own responsibilities
		*practice personal self-discipline and maintain ethical and professional behavior in times of frustration with difficult customers.
		*provide information and service to those seeking assistance from this agency. If you are unable to directly provide that service or information, you should offer to connect them with someone who can assist or advise them. If the latter option is used, you will follow through with the referral.
		Failure to demonstrate a professional attitude will directly reflect on the organization, the quality of service you provide and will be considered unacceptable for any employee within ISD.
		Works in and harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Will assist other staff in the completion of work assignments; perform other tasks as assigned by the Supervisor. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, consumers and the general public.

* The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

Failure to deliver appropriate IL services could result in youth not receiving the educational/training/support services needed to prepare for self-sufficiency. Failure to follow program policies and procedures related to IL funds could negatively impact future funding.

Failure to provide or facilitate social work services in an adequate and timely manner could result in a child having to be placed out of the parental home, and/or result in the unnecessary termination of parental rights compounded by accompanying emotional trauma experience by the children and families in these situations. Failure to properly respond to and assess allegations of child maltreatment could result in violation of State and Federal laws/ regulations, loss of Federal funding, possible legal liability, and continued child maltreatment resulting in possible loss of life.

23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
() Plans, staffs, evaluates, and directs work of employees of a work unit.
() Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles and position numbers of all persons who are supervised directly by employee in this position.

Class Title

Position/KIPPS Number

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This employee will have daily contact with children, youth, and families who are experiencing crisis or have a need for services and with SRS /community service providers. Employee will have frequent contact with educational institutions, community advisors and other community partners, court officials, and law enforcement. The purpose of these contacts is to gather and share information for assessment of safety, risk, and service provision and to encourage participation in the IL program, to coordinate IL services and to develop resources/opportunities in the community.

25. What hazards, risks or discomforts exist on the job or in the work environment?

The employee will be involved in interactions with youth and families experiencing crisis and high stress which can result in angry and potentially hostile reactions from those persons. Regular automobile travel is required as is repetitive motion associated with use of personal computers. Contacts may take the employee into homes or neighborhoods in which known and unknown dangers and unlawful activities are taking place. The work schedule may involve contacts with youth, families and others at times when the agency is not normally open for business.

26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

Daily use of telephone, computer, copier, fax machine, and general office equipment. Automobile travel and a valid driver's license are required.

PART III - Education, Experience and Physical Requirements Information

27. Minimum Qualifications as stated in the State of Kansas Class Specifications.

Licensed to practice social work in the State of Kansas at the time of hire.

28. SPECIAL REQUIREMENTS

A. State any additional qualifications for this position that are necessary to perform the essential functions of this position. (License, registration or certification).

At time of appointment, must be licensed to practice social work in the State of Kansas. Valid driver's license.

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.

Must be able to pass KBI check as administered by SRS and maintain security clearance.

C. List preferred education or experience that may be used to screen applicants.

Knowledge of social work theory, methods and varieties of human behavior. Extensive experience in a human service field working closely with consumers and with other staff and cooperating agencies. Experience in carrying out service plans developed to reach consumer and agency goals.

29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

Must be able to enter and move about non-handicapped accessible homes that may include stairs, uneven surfaces, unhealthy and unsanitary conditions, and hostile environments. The work requires light physical exertion. The employee may be required to perform handling activities (stooping, bending, and lifting) with lightweight or easily moved items (books, file folders, boxes of office supplies); perform moving activities for brief periods; operate light equipment, perform repetitive motions for brief periods. Daily use of a computer may be related to some physical discomfort and eye strain. This position communicates verbally when working with external and internal customers and peers, and uses a computer in order to gather and enter information relieved from the customer and other contacts. Employee will be required to operate a motor vehicle to travel to/from customers' homes, community meetings, courts, and required training.

30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

Incumbent must possess the ability to understand and implement complex programs which are based on state and federal policy. Must possess the ability to engage and positively interact with consumers, community partners, educational institutions, mentors and the general public. Must work with other staff as a team member. Active listening skills and the ability to diffuse difficult situations when dealing with unstable, hostile clients in an unstructured environment. Must keep supervisor informed of critical situations. Employees are instructed to use standard safety devices available and provided for machinery and equipment, e.g. wrist rests for computer keyboards, seatbelts for automobiles, etc. When traveling, staff is instructed to take precautions that insure their safety and the safety and welfare of those being transported. Employees are cautioned to execute strict key control for agency facilities and lock all doors after normal duty hours. Employees are instructed to maintain confidentiality, environmental awareness during field work to avoid or otherwise prevent/minimize unsafe situations and unsafe person contact.

PART IV - Signatures

Signature of Employee

Date

Signature of Personnel Officer

Date

Signature of Supervisor

Date

Signature of Agency Head or Appointing
Authority

Date